

## ELECTRONIC PROCUREMENT RFI

October 14, 2003

### I. INTRODUCTION

The Division of Purchase and Property (the "Division") is issuing this Request for Information ("RFI") to identify options available to the Division if it decides to pursue the procurement of an electronic procurement system for the State of New Jersey.

All information submitted by respondents to this RFI shall be considered public information. All contacts with State representatives shall be through a single contact within the Division, Richard White. Any questions raised by potential respondents to this RFI must be in writing and directed to the attention of Richard White. **Questions** must be received no later than **November 14, 2003**. Responses to Questions will be transmitted electronically and will be provided to all registered interested vendors.

Submissions in response to this RFI must be received in the offices of the Division at the following address:

**Division of Purchase  
and Property**  
33 W. State St.  
P.O. Box 039  
Trenton, N.J. 08625  
Attention: Richard White  
epRFI@treas.state.nj.us

**If you are interested in participating in this RFI, and are considering submitting a response, you are requested to register as an Interested Vendor by submitting an email to the above address indicating your company name, a contact name, address, website (URL) and email. Further communications and responses to questions regarding this RFI will be distributed electronically to registered Interested Vendors.**

**Responses** must be submitted electronically so as to be received no later than 2 p.m. E.D.T on **December 5, 2003**.

Responses should be no longer than 30 pages. Responses may be submitted in either Office 2000 or Adobe Acrobat formats. Responses may be supplemented by hard copy materials delivered to the above address, and clearly identified with your name and a reference to this RFI. Please submit five (5) copies of any hard copy materials when submitting your response.

## II. BACKGROUND INFORMATION

The Division's core mission with regard to procurement is to provide goods and services needed by State agencies to discharge the business of government in a timely and effective manner, based on price, quality, timely delivery and special conditions that may be required by the program agency. This mission is to be accomplished within the context of highest ethical standards, good business practices, and to facilitate public policy established by the Legislature.

The Division develops specifications, advertises bids, receives and evaluates proposals, encumbers funds, maintains the automated purchasing system, i.e., Management Acquisition Control System – Enhanced (MACS-E), and accumulates, maintains, and analyzes data pertaining to contract usage.

Through the Division's Cooperative Purchasing Program, over 250 State contracts are made available for use by independent authorities, State colleges, local school boards, and county and municipal governments. By statute, the Division's purchasing program furthers important public policy initiatives, such as buying goods and services provided by handicapped workshops, articles produced by prison industries and products made from recycled materials. Additionally, statutorily mandated Set-Aside Programs provide contracting opportunities for small New Jersey-based firms.

For FY 2002, the value of State contracts used by State agencies was an estimated \$1.5 billion, representing contracts with over 2,000 vendors.

The State is currently considering implementing one or more electronic procurement systems, and is seeking information from the vendor community regarding electronic procurement strategies, products and services, including the identification of available features and functions.

The primary focus of this RFI is to obtain information regarding the features and functionality of available electronic procurement software and systems to aid the Division in developing an RFP for a possible future procurement or procurements.

### III. LIST OF POSSIBLE ELECTRONIC PROCUREMENT SYSTEM FEATURES AND FUNCTIONS ABOUT WHICH THE DIVISION IS REQUESTING INFORMATION

The Division has compiled a partial, and illustrative, but not exhaustive, list of possible business requirements that might be supported by a State of New Jersey electronic procurement system:

- Compliance with State procurement statutes and policies
- Full participation by a wide variety of State agencies and other public sector entities
- Vendor registration/qualification, with vendor self-service registration and maintenance, interfaces to State accounting systems and appropriate workflow and approval processes
- Full access by any qualified vendor who wants to do business with the State
- Support for vendors who do not use the Internet and/or e-mail
- Fair, competitive bidding
- Statewide term contracts to leverage the buying power of each buying entity
- Approval processes for requisition, purchase order, and payment
- Audit trails
- Daily public posting of State bidding opportunities (even if the solicitation is not being conducted through the Electronic Procurement system)
- Accessibility via standard Internet browsers
- Compliance with State web site standards
- Interface to State accounting systems
- Central purchasing data repository to collect comprehensive spending data, and to support statewide queries and reports
- High performance, reliability, security, and scalability

The Division has also compiled a basic, but not exhaustive list of features and functions that might be supported by a State of New Jersey electronic procurement system:

- Electronic catalog shopping and procurement, with options for electronic catalog development and maintenance
- Reverse auctions
- Requisition creation
- Creation and issuance of purchase orders
- Creation and issuance of receipts for goods and services
- New commodity code structures and maintenance
- Invoice matching and receiving
- Creation and issuance of payment requests
- Electronic solicitations
  - Posting solicitations
  - Sending notifications of solicitations to appropriate, registered suppliers
  - Receiving solicitation responses from suppliers
  - Evaluating/tabulating/scoring responses
  - Issuing notifications of award
- Ad Hoc Reporting

#### IV. SUBMISSIONS IN RESPONSE TO THIS REQUEST FOR INFORMATION

The Division requests that interested vendors provide information and recommendations regarding, but not limited to, the business requirements, functions and features listed above.

The information and recommendations submitted will be used to assist the Division if it decides to pursue the development of an electronic procurement system for the State of New Jersey.

The Division reserves the right to use, adopt or incorporate any recommendations presented in the responses to this RFI if it decides to pursue the development of an electronic procurement system for the State of New Jersey.

Neither the Division nor the vendors responding has any obligation under this RFI. Vendors responding to this RFI are responsible for their own costs of responding, and are not guaranteed in any way that they will secure a contract with the State for the

implementation of an electronic procurement system, or for any other purpose. Further, the State does not make any commitment that it will ever proceed with such an implementation.

The Division may request that some or all vendors submitting responses to this RFI present oral presentations and/or demonstrations relating to their responses, products and services.

Vendors are requested to supply the following information:

1. Introduction to your organization (e.g. parent, age, size, number of customers, offices, number of employees, etc.). Please include ownership structure.
2. Contact name(s) and information for questions the Division might have concerning this information and the products and services you offer.
3. List of relevant web sites for your company and its offerings, including URL references for any electronic procurement initiatives your company has successfully completed.
4. Description of any software product and services strategies offered, including markets served. Include information regarding any strategic partnerships or alliances with other technology or service organizations. Also, identify whether offerings are modular in nature, so that they could be implemented in stages, and describe any recommended implementation priorities.
5. A brief summary of the cost savings, efficiencies realized, or other business case support for implementing or utilizing your products or services.
6. Identification of major customers that use your software/services and are willing to serve as a reference. Please provide the appropriate contact information. The Division of Purchase and Property is especially interested in state government customers. Large corporate client references are also acceptable.
7. Identification of current or completed engagements to supply electronic procurement solutions to public purchasing entities.
8. Copies of current product brochures and price lists, including commercial and government pricing, if applicable.
9. Description of the extent to which your solutions require custom development and offer individual configuration options.